

## JOB DESCRIPTION

**POSITION TITLE:** TECHNOLOGY ASSISTANT TECHNICIAN

**RESPONSIBLE TO:** DIRECTOR OF TECHNOLOGY

**QUALIFICATIONS:** AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

**EDUCATION AND EXPERIENCE:** High School Graduate with Skills Related to Job Position  
Experience Working in the K-12 Instructional Technology  
Environment Preferred

**APPROVED BY ADAIR COUNTY BOARD OF EDUCATION:** NOVEMBER 15, 2011

### **BASIC FUNCTION:**

The Technology Assistant Technician will provide technical support, including repairs, upgrades, and installations of hardware and software; create and maintain student and staff accounts; and assist with website administration, inventory, professional development, and other tasks as needed for all schools and offices in the district.

### **PERFORMANCE RESPONSIBILITIES:**

#### **The Technology Assistant Technician:**

- Assists with the repair, upgrade, and/or installation of district hardware (computers, iPads, Chromebooks, multimedia projectors, copiers, printers, etc.), software, and Internet-based instructional applications in the school district.
- Assists with the creation and maintenance of all student and staff accounts in the school district.
- Plans for and provides technology professional development sessions for staff in the district, as needed.
- Provides technical support and assistance with district and school webpages.
- Assists with district and school technology inventory, including tagging all new inventory, logging pertinent inventory information, and completing annual inventory audits.
- Provides technical support and troubleshooting for staff in person, by phone, and electronically.
- Reviews proxy logs for Internet usage and blocks inappropriate websites, as needed.
- Provides the end-user with an explanation of steps taken to resolve the technical issue and instruction in regard to the proper care and use of the equipment or software upon completion of each task.
- Maintains a log of all installations, repairs, modifications, upgrades and routine maintenance, which includes the date the request was reported, location, description of task to be completed, action taken, cost, date completed, and any necessary follow-up action.
- Promotes the safe and proper operation, care, and maintenance of technology equipment and software through communication with staff at all times.
- Performs other duties, as assigned by the Director of Technology.

### **KNOWLEDGE AND ABILITIES:**

The Technology Technician position requires knowledge of:

- Computerized and electronic equipment including computers, printers, and other data communications equipment.
- Methods, equipment, and tools used in the skilled repair and servicing of computer equipment.
- Safety practices and precautions used in working with computer equipment.
- Diagnostic techniques and procedures used in computer and electronics repair.

**Technology Assistant Technician Continued**

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- Basic record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**THE TECHNOLOGY TECHNICIAN POSITION REQUIRES THE ABILITY TO:**

- Perform a variety of skilled and technical duties related to the installation, repair, modification, upgrade, and maintenance of computers, printers, other technology equipment, and software and collaborate with the Director of Technology to set schedule for such tasks.
- Plan and organize work.
- Train and provide direction to others.
- Install computers and related equipment at district sites.
- Operate tools and testing equipment in a safe and proper manner.
- Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
- Maintain records related to work performance.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently without direction.
- Lift heavy objects.

**OTHER JOB RESPONSIBILITIES:**

- Be clean, neat and professionally dressed.
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperation for effective relationships with others while consistently displaying self-control, honesty and credibility.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

**FOR EVALUATION PURPOSES: 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable**

**EVALUATION:** *Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.*

My signature below denotes that I have seen and received a copy of this job description/evaluation.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date